

**STATE OF UTAH
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING**

APPLICATION FOR LICENSURE

ESTHETICIAN or MASTER ESTHETICIAN

DOPL-AP-103 REV 11/27/002

APPLICATION INSTRUCTIONS AND INFORMATION

General Statement: The Division desires to provide courteous and timely service to all applicants for licensure. To maximize its efficiency and level of service, the Division will process complete applications only. **A complete application includes all applicable supporting documents and fees.** The fees are for processing your application and will not be refunded. Failure to complete the application and supply all necessary information will delay processing and may result in denial of licensure. Please read all instructions carefully.

Address of Record: The address listed on the application will be your address of record. All correspondence from the Division will be sent to that address. It is your responsibility to directly notify the Division of any change in address. Also, please note the address of record is public information, available upon request and via the Internet. You may choose to use a business address or a post office box for your address of record rather than your home address.

Social Security Number: Your social security number is classified as a private record pursuant to Title 63, Chapter 2, Utah Government Records Access and Management Act (GRAMA). It is used as an individual identifier for our licensing database and for purposes of the child support enforcement pursuant to Subsection 78-32-17(3) and is mandatory pursuant to Subsection 58-1-301(1), Utah Code Ann., which implements the requirements of 42 U.S.C. 666(a)(13). An application that does not include a social security number is incomplete and cannot be processed.

SUPPORTING DOCUMENTS AND FEES:

ESTHETICIAN

If you are applying for licensure as an esthetician, via education and examination, complete the following:

1. Submit documentation as requested for one of the following options (a, b, c, or d):
 - a. If you have graduated from a Utah licensed cosmetology/barber school or esthetics

school, submit a “Verification of Graduation” form (attached to this application). Request that a school official complete the form and return it to you for submission with your application.

- b. If you have graduated with a minimum of 600 hours in esthetics training from a recognized cosmetology/barber or esthetics school in a state other than Utah, submit a “Request For Verification of License” form (attached to this application).

Using the “Request For Verification of License” form, obtain verification of licensure from a state in which you are currently licensed as an esthetician.

Request that the verifying state complete the form and mail or fax it directly to the Division or return it to you for submission with your application.

- c. If you are a graduate of a **foreign** cosmetology/barber school or esthetics school, submit a credentials evaluation from one of the approved credentialing services listed in the “**Additional Important Information**” section. **Note:** All foreign applicants must have this evaluation completed prior to making application for licensure in Utah.
- d. If you completed an approved esthetics apprenticeship program, submit a “Completion of Apprentice Program” form (attached to this application).

Request that your instructor complete the “Completion of Apprentice Program” form and return it to you for submission with your application.

- 2. Submit the original letter from Experior verifying your passing score on the Utah Law and Rules Examination.
- 3. Submit the original letter from Experior verifying your passing score on the Utah Practical Exam.
- 4. Submit the original letter from Experior verifying your passing score on the Utah Esthetics Theory Examination

OR

a letter from the Council of State Boards of Cosmetology verifying a passing score on the National-Interstate Council of State Boards of Cosmetology National Esthetics Examination.

- 5. Submit a \$50.00 non-refundable application processing fee for an esthetician license.

If you are applying for licensure as an esthetician, pursuant to the Grandfather Clause, complete either Option 1 or Option 2 below by Monday, June 30, 2003, at 5:00 p.m. (postmarked or delivered to the Division's offices). After this date and time, licensure pursuant to the Grandfather Clause will no longer be available.

OPTION 1

1. If you were working as an esthetician prior to January 1, 2001, in a self-employed status, submit a copy of your business license issued by the city, town, or county where you have been practicing as an esthetician.
2. Submit evidence in the form of letters from employers, supervisors, co-workers, or customers verifying that you were practicing as an esthetician prior to January 1, 2001.
3. Submit a \$50.00 non-refundable application processing fee for an esthetician license.

OPTION 2

1. If you were working as an esthetician prior to January 1, 2001, as an employee of a esthetics salon, submit a copy of your employer's business license issued by the city, town, or county where you were practicing as an esthetician.
2. Submit evidence in the form of letters from employers, supervisors, co-workers, or customers verifying that you were practicing as an esthetician prior to January 1, 2001.
3. Submit a \$50.00 non-refundable application processing fee for an esthetician license.

MASTER ESTHETICIAN

If you are applying for licensure as a master esthetician, via education and examination, complete the following:

1. Submit documentation as requested for one of the following options (a, b, c, or d):
 - a. If you have graduated from a Utah licensed esthetics school or a cosmetology/barber school with a minimum of 1,200 hours in esthetics training, submit a "Verification of Graduation" form (attached to this application).

Request that a school official complete the form and return it to you for submission with your application.
 - b. If you have graduated with a minimum of 1,200 hours from a recognized esthetics school or cosmetology/barber school in a state other than Utah, submit a "Request For Verification of License" form (attached to this application).

Using the “Request For Verification of License” form, obtain verification of licensure from a state in which you are currently licensed as a Master Esthetician. Request that the certifying state(s) complete the form(s) and mail or fax them directly to the Division or return them to you for submission with your application.

- c. If you are a graduate of a **foreign** esthetics school or cosmetology/barber school, submit a credentials evaluation from one of the approved credentialing services listed in the “**Additional Important Information**” section of this application. **Note:** All foreign applicants must have this evaluation completed prior to making application for licensure in Utah.

- d. If you completed an approved master esthetics apprenticeship program, submit a “Completion of Apprenticeship Program” form (attached to this application).

Request that your instructor complete the “Completion of Apprentice Program” form and return it to you for submission with your application.

2. Submit the original letter from Exporior verifying your passing score on the Utah Law and Rules Examination.
3. Submit the original letter from Exporior verifying your passing score on the Utah Master Esthetician Theory Examination.
4. Submit a \$75.00 non-refundable application-processing fee for a master esthetician license.

If you are applying for licensure as a master esthetician, pursuant to the Grandfather Clause, complete either Option 1 or Option 2 below by Monday, June 30, 2003, at 5:00 p.m. (postmarked or delivered to the Division’s offices). After this date and time, licensure pursuant to the Grandfather Clause will no longer be available.

OPTION 1

1. If you were working as a master esthetician prior to January 1, 2001, in a self-employed status, submit a copy of your business license issued by the city, town, or county where you have been practicing as a nail technician.
2. Submit evidence in the form of letters from employers, supervisors, co-workers, or customers verifying that you were practicing as an esthetician prior to January 1, 2001.

NOTE: These letters must include detailed information indicating the modalities used in your practice as a master esthetician.

3. Submit a \$75.00 non-refundable application processing fee.

OPTION 2

1. If you were working as a master esthetician prior to January 1, 2001, as an employee of a esthetics salon, submit a copy of your employer's business license issued by the city, town, or county where you were practicing as an esthetician.
2. Submit evidence in the form of letters from employers, supervisors, co-workers, or customers verifying that you were practicing as an esthetician prior to January 1, 2001.

NOTE: These letters must include detailed information indicating the modalities used in your practice as a master esthetician.

3. Submit a \$75.00 non-refundable application processing fee for a master esthetician license.

ADDITIONAL IMPORTANT INFORMATION:

1. **Law and Rules Examination:** Unless specifically exempted, all applicants for licensure must pass the Utah Law and Rules Examination. Contact Experior at the address and telephone number below to register for the law examination.

Experior, 5486 South 1900 West, Suite C, Taylorsville, Utah 84118, (801) 355-5009

You may also purchase a study guide from Experior, which has been prepared to assist candidates taking law exams. The study guide includes exam questions and correct answers.

In addition, the following applicable laws and rules are available on the Internet at www.dopl.utah.gov:

- ☐ Division of Occupational & Professional Licensing Act
 - ☐ General Rules of the Division of Occupational & Professional Licensing
 - ☐ Cosmetologist/Barber, Esthetician, Electrologist and Nail Technician Licensing Act
 - ☐ Cosmetologist/Barber, Esthetician, Electrologist and Nail Technician Licensing Act Rules
2. **Current Documents:** Applications, statutes and rules may change from time to time. If you have not recently obtained any of these documents, you may want to contact the Division or visit our Internet site to verify that you have current versions.
 3. **License Renewal:** All esthetician and master esthetician licenses expire on September 30 of every odd-numbered year.

Unlike many other states, Utah's license renewal schedule **is not** based on the licensee's date of initial licensure. Under Utah's renewal system, all licenses in each profession expire as a group on the same day every two years. Therefore, the length of a licensee's first renewal cycle depends on how far into the current renewal cycle initial licensure was

obtained. Each renewal cycle thereafter is for a full two years.

Additionally, the fee paid with this application for licensure is an application processing fee only. It does not include a renewal fee. Each licensee is responsible to renew licensure **PRIOR** to the expiration date shown on the current license. Renewal information is disseminated to the licensee's last known address, as provided to the Division, approximately three months prior to the expiration date shown on the license.

4. **NIC Theory Examination:** The NIC Theory Examination is a national licensure test for estheticians, which is developed and administered by the National Interstate Council of State Boards of Cosmetology: 954-389-5302 or www.nictesting.org.

The state of Utah does not administer the NIC Theory Examination; however, the NIC Theory Examination is accepted by the state of Utah, but must be taken in another state.

5. **Examination Fees:** There are separate fees for all examinations. It is the responsibility of the applicant to submit the fees directly to the testing agency.
6. **Updating Address Information:** It is a licensee's responsibility to maintain a current address with the Division. If your address is incorrect, you will not receive renewal notices or other correspondence.
7. **Temporary Licenses:** Temporary licenses are not issued.
8. **Verification of License:** If a verifying state insists on submitting the verification directly to the division, indicate that fact on the "Licenses" section of the application.
9. **Foreign Educated Estheticians or Master Estheticians:** Applicants for licensure as an esthetician or master esthetician who have graduated from a foreign school must have an approved credential evaluation service evaluate their education documents prior to making application for licensure in Utah.

Approved credentialing evaluation services for licensure are:

Josef Silny & Associates Inc, International Education Consultants, PO Box 248233, Coral Gables, Florida, 33124, (305) 666-0233, E-mail: info@jsilny.com, Internet: www.jsilny.com.

OR

Educational Credential Evaluators Inc., PO Box 514070, Milwaukee, Wisconsin, 53203-3470, (414) 289-3400, E-mail: eval@ece.org, Internet: www.ece.org.

10. **Payments:** Make licensure fees payable to "DOPL."
11. **Mail Complete Application To:**

By U.S. Mail

Division of Occupational & Professional Licensing
P.O. Box 146741
Salt Lake City, Utah 84114-6741

By Delivery or Express Mail

Division of Occupational & Professional Licensing
160 East 300 South, 1st Floor Lobby
Salt Lake City, Utah 84111

12. **Telephone Numbers:** (801) 530-6628

 (866) ASK-DOPL – toll-free in Utah
 (866) 275-3675
13. **Fax Number:** (801) 530-6511

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APPLICATION FOR LICENSE or CERTIFICATE or REGISTRATION

GENERAL INFORMATION

License/Certificate/Registration Applying For: _____

Social Security Number: _____

Last Name: _____ Maiden Name: _____

First Name: _____ Middle Name: _____

Have You Ever Held A Utah License Before? Yes _____ No _____

If Yes, Name of Profession: _____

If Yes, License Number: _____

Gender (Male or Female): _____ Date of Birth: _____

PUBLIC MAILING ADDRESS

Street: _____

City: _____ State: _____ Zip: _____

County: _____

Telephone: _____

DO NOT WRITE IN THIS SECTION - FOR DIVISION USE ONLY

License/Certificate Number: _____

Date License/Certificate Approved: _____

Approved By: _____

Date License/Certificate Denied: _____

Denied By: _____

Reason For Denial/Other Comments: _____

APPLICATION FOR:

_____ Esthetician License

_____ Master Esthetician License

EDUCATION REQUIREMENT (Use additional sheets if necessary):

School Name: _____ Dates Attended: _____ to _____

Location: _____

Hours Completed: _____ Date of Graduation: _____

Telephone: _____

EXAMINATION REQUIREMENT:

Answer “yes” or “no.”

_____ Utah Theory Exam Date passed _____

_____ Utah Law and Rules Exam Date passed _____

_____ Utah Practical Exam (estheticians only) Date passed _____

_____ Utah Master Esthetician Theory Exam Date passed _____

_____ Other State Exam, Name: _____ Date passed _____

LICENSES:

List all licenses, registrations, or certifications issued by any state that you now hold or have ever held. Use additional sheets if necessary.

Issuing State: _____ Profession: _____

License Status: _____ License Number: _____ Effective Date: _____

Issuing State: _____ Profession: _____

License Status: _____ License Number: _____ Effective Date: _____

Issuing State: _____ Profession: _____

License Status: _____ License Number: _____ Effective Date: _____

ESTHETICIAN or MASTER ESTHETICIAN QUALIFYING QUESTIONNAIRE

Answer “yes” or “no” for each question. Do not leave any question blank.

1. _____ Have you ever applied for or received a license, certificate, permit, or registration to practice in a regulated profession under any name other than the name listed on this application?
2. _____ Have you ever been denied the right to sit for a licensure examination?
3. _____ Have you ever had a license, certificate, permit, or registration to practice a regulated profession denied, conditioned, curtailed, limited, restricted, suspended, or revoked in any way?
4. _____ Have you ever been permitted to resign or surrender your license, certificate, permit, or registration to practice in a regulated profession while under investigation or while action was pending against you by any profession licensing agency or criminal or administrative jurisdiction?
5. _____ Are you currently under investigation or is any disciplinary action pending against you now by any licensing agency?
6. _____ Is any action pending against you now by either the Federal Drug Enforcement Administration or any state drug enforcement agency?
7. _____ If you are licensed in the occupation/profession for which you are applying, would you pose a direct threat to yourself, to your clients, or to the public health, safety, or welfare because of any circumstance or condition?
8. _____ Have you ever been declared by any court of competent jurisdiction incompetent by reason of mental defect or disease and not restored?
9. _____ Have you ever been terminated from a position because of drug use or abuse?
10. _____ Are you currently using or have you recently (within 90 days) used any drugs (including recreational drugs) without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law?

(Questions continue on following page.)

11. _____ Have you ever used any drugs without a valid prescription, the possession or distribution of which is unlawful under the Utah Controlled Substances Act or other applicable state or federal law, for which you have not successfully completed or are not now participating in a supervised drug rehabilitation program, or for which you have not otherwise been successfully rehabilitated?
12. _____ Have you ever been involved as the abuser in any incident of verbal, physical, mental, or sexual abuse?
13. _____ Have you ever been arrested for or charged with a misdemeanor in any jurisdiction? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
14. _____ Have you ever been arrested for or charged with a felony in any jurisdiction?
15. _____ Have you ever pled guilty to, no contest to, or been convicted of a misdemeanor in any jurisdiction? Motor vehicle offenses such as driving while impaired or intoxicated must be disclosed but minor traffic offenses such as parking or speeding violations need not be listed.
16. _____ Have you ever pled guilty to, no contest to, or been convicted of a felony in any jurisdiction?
17. _____ Have you ever been allowed to make a plea in abeyance for any criminal charge for which the charge was later dismissed?
18. _____ Have you ever been incarcerated for any reason in any federal, state or county correctional facility or in any correctional facility in any other jurisdiction?

If you answered “yes” to questions 13, 14, 15, 16, 17, or 18 above, you must include with your application a copy of the police report, court docket, any probation/parole officer report, and a narrative of the circumstances that occurred for EACH and EVERY arrest and/or conviction.

If you are unable to obtain any of the records required above, you must submit documentation on official letterhead from the police department and/or court indicating that the information is no longer available.

If you answered “yes” to any of the above questions, enclose with this application complete information with respect to all circumstances and the final result, if such has been reached.

A “yes” answer does not necessarily mean you will not be granted a license; however, the Division may request additional documentation if the information submitted is insufficient.

AFFIDAVIT and RELEASE AUTHORIZATION

I am the applicant described and identified in this application for licensure, certification, or registration in the State of Utah.

I am qualified in all respects for the license, certificate, or registration for which I am applying in this application.

To the best of my knowledge, the information contained in the application and its supporting document(s) is free of fraud, misrepresentation, or omission of material fact.

To the best of my knowledge, the information contained in the application and its supporting document(s) is truthful, correct, and complete; and, discloses all material facts regarding the applicant and associated individuals necessary to properly evaluate the applicant's qualifications for licensure.

I will ensure that any information subsequently submitted to the Division in conjunction with this application or its supporting documents meet the same standard as set forth above.

I understand that it is unlawful and punishable as a class A misdemeanor to apply for or obtain a license or to otherwise deal with the Division or a licensing board through the use of fraud, forgery, or intentional deception, misrepresentation, misstatement, or omission.

I understand that this application will be classified as a public record and will be available for inspection by the public, except with regard to the release of information which is classified as controlled, private, or protected under the Government Records Access and Management Act or restricted by other law.

I authorize all persons, institutions, organization, schools, governmental agencies, employers, references, or any others not specifically included in the preceding characterization, which are set forth directly or by reference in this application, to release to the Division of Occupational and Professional Licensing, State of Utah, any files, records, or information of any type reasonably required for the Division to properly evaluate my qualifications for licensure/certification/registration by the State of Utah.

Signature of Applicant: _____

Date of Signature: _____

Printed Name of Applicant: _____

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Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
FAX: 801-530-6511

VERIFICATION OF GRADUATION

**TO BE COMPLETED BY AN OFFICIAL REPRESENTATIVE OF THE ESTHETICS
OR COSMETOLOGY/BARBER SCHOOL:**

Name of Student: _____ Telephone: _____

Name of School: _____ Telephone: _____

Address of School: _____

Date(s) of Enrollment: _____ Date of Graduation: _____

Type of Course and Hours Completed:

Total Esthetician Hours Completed: _____

Total Master Esthetician Hours Completed: _____

Total Number of Hours Completed: _____

I declare that the above named individual has fulfilled the requirements for graduation as an esthetician or master esthetician pursuant to Utah law. I further declare under penalty of perjury that the information contained on this form is truthful, correct, and complete. I understand that it is unlawful and punishable as a Class A Misdemeanor to apply for or obtain a license or to otherwise deal with the division or the licensing board or any contracted examination agency through use of fraud, forgery or intentional deception, misrepresentation, misstatement, or omission.

Name of School Official (Please Print): _____

Signature of School Official: _____

Date of Signature: _____

(SEAL)

NOTE: A copy of this form must be presented to the examination agency to be allowed to sit for any examination. The original copy of this form must be submitted with the application for licensure.

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Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
FAX: 801-530-6511

REQUEST FOR VERIFICATION OF LICENSE

TO BE COMPLETED BY THE APPLICANT:

Complete the first section of the form and submit it to the state that is verifying information for you. Request that the verifying state complete the form and return it to you for submission with your application. If a verifying state insists on submitting the verification directly to the Division, indicate that fact in the appropriate section of the application.

Applicant Name: _____

Street Address: _____

City: _____

State: _____ Zip: _____

I am requesting licensure in the state of Utah as a _____

I am/have been licensed in your state under the name _____

My social security number is _____

My date of birth is _____

My license number in your state is/was _____

I have enclosed the necessary license verification fee in the amount of \$ _____

Signature of Applicant: _____

TO BE COMPLETED BY THE VERIFYING AGENCY:

Please furnish the information requested, sign and verify the document, and mail or fax it directly to the Division or place the completed form in a sealed envelope, and provide it to the applicant in person or by mail. The applicant will include the verification of licensure with his/her Utah application. Thank you.

Name of Verifying State: _____

Name of Licensee (as it appears in verifying state's records): _____

Classification of License Issued: _____

License Number: _____

Current Status: _____

Original Date of Licensure: _____

Expiration Date: _____

Continuously Licensed:

_____ Yes _____ No, please explain: _____

Licensed By:

_____ Exam, Type: _____ Date: _____

_____ Endorsement, from what state? _____

_____ Waiver: _____

Examination Scores: _____

Education Required For Licensure: _____

Disciplinary Action or Pending Disciplinary Action:

_____ No _____ Yes, please provide certified copies of all Petitions, Orders, etc.

Signature: _____

Title: _____

Agency: _____

Date: _____

(SEAL)

Division of Occupational and Professional Licensing
160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
FAX: 801-530-6511

COMPLETION OF APPRENTICE PROGRAM

TO BE COMPLETED BY THE INSTRUCTOR:

Name of Apprentice: _____

Name of Instructor: _____

Instructor's License Number: _____

Business Name: _____

Business Telephone: _____

Address of Business: _____

Date Apprentice Program Began: _____/_____/_____

Date Apprentice Program Completed: _____/_____/_____

Total Hours Completed: _____

I declare under penalty of perjury that the information contained on this form is truthful, correct and complete. I understand that it is unlawful and punishable as a Class A Misdemeanor to apply for or obtain a license or to otherwise deal with the division or the licensing board through use of fraud, forgery or intentional deception, misrepresentation, misstatement, or omission.

Signature of Instructor: _____

Date of Signature: _____

(SEAL)

NOTE: A copy of this form must be presented to the examination agency to be allowed to sit for any examination. The original copy of this form must be submitted with the application for licensure.